



Notice of Funding Opportunity (NOFO)

Part 1. Overview Information

Participating Organization:	Louisiana Commission on Law Enforcement and Administration of Criminal Justice www.lcle.la.gov
Funding Opportunity Title:	2017 Victims of Crime Act Program (VOCA)
Announcement Type:	VOCA New Grants
Catalog of Federal Domestic Assistance (CFDA) Number:	16.575 - Crime Victim Assistance
Federal Award Identification Number (NAIN):	2017-VA-GX-0055
Federal Award:	\$26,555,491
Period of Performance:	January 1, 2019 through December 31, 2019 - 12 months Unless otherwise noted
Funding Opportunity Purpose:	The Louisiana Commission on Law Enforcement and Administration of Criminal Justice announces the Notice of Funding Opportunity (NOFO) for the Victims of Crime Act Program (VOCA). The primary purpose of the Crime Victims Assistance Formula Grant Program (VOCA) (supported by the Office for Victims of Crime (OVC), authorized under the Victims of Crime Act of 1984, Public Law 98-473) is to support the provision of the services to victims of crime throughout the Nation.
Application Types Accepted:	Continuations, Renewals, and New Applications
Due Dates:	Contact the applicable District for the Notice of Intent (NOI) Due Dates
Funds Available:	Refer to your appropriate District
Notice of Intent	<ol style="list-style-type: none">1. Submit form to appropriate district VOCA contact for view and selection.2. If selected to continue application process, applicant will receive an invitation to apply.3. Applicants that do not comply may be delayed or not accepted for review.

Part 2. Full Text of the Announcement

A. Program Description

In 1984, VOCA established the Crime Victims Fund in the United States Treasury and authorized the fund to receive deposits of fines and penalties levied against criminals convicted of federal crimes. This fund provides the source of funding for carrying out all of the activities authorized by VOCA. VOCA crime victim assistance grant program is to assist a crime victim (a person who has suffered physical, sexual, financial, or emotional harm) as a result of the commission of a crime.

Services are defined as those effort that:

1. respond to the emotional and physical needs of crime victims;
2. assist primary and secondary victims of crime to stabilize their lives after victimization;
3. assist victims to understand and participate in the crime justice system; and
4. provide victims of crime with a measure of safety and security.

Funds must be allocated, without duplication, to each of the following areas:

1. Sexual Assault;
2. Domestic Violence;
3. Child Abuse; and
4. Previously Underserved Populations.

Applications must establish goals, objectives, and activities that ultimately enhance the delivery of comprehensive and quality victim services.

Priority is given to projects that are evidenced based and / or collaborative efforts.

B. Financial Management and System of Internal Controls:

If selected for funding, the award recipient must:

1. Establish and maintain effective internal control over the Federal award that provides reasonable assurance that the non-Federal entity is managing the Federal award in compliance with Federal statutes, regulations, and the terms and conditions of the Federal award. These internal controls should be compliance with guidance in “Standards for Internal Control in the Federal Government” issued by the Comptroller General of the United States and the “Internal Control Integrated Framework” issued by the Committee of Sponsoring Organizations of the Treadway commission (COSO).
2. Comply with Federal statutes, regulations, and the terms and conditions of the Federal award.
3. Evaluate and monitor the non-Federal entity’s compliance with statute, regulations, and the terms and conditions of Federal awards.
4. Take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings.
5. Take reasonable measures to safeguard protected personnel identified information and other information the Federal awarding agency or pass-through entity designated as sensitive or the non-Federal entity considers sensitive consistent with applicable Federal, state, and local laws regarding privacy and obligations of confidentiality.

C. Eligibility Information

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1. Eligible Applicants must provide advocacy and direct services to victims of crime.

Sexual Assault Programs	Domestic Violence Programs	Child Abuse Programs
Rape Treatment Programs	Law Enforcement Agencies	District Attorney’s Offices
Courts	Corrections Department	Mental Health Service Programs
Legal Service Agencies	Non-Profit Service Providers	For-Profit Service Providers

2. Prohibited Applicants

Federal Agencies	In-Patient Treatment Facilities	Indigent Defender Programs
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3. Match Requirements

- a. Twenty percent (20%) match.
- b. Match must be provided from resources other than FEDERAL FUNDS.
- c. Sources of Match:
 - I. Cash
 - II. Volunteered professional or personal services
 - III. Materials / Equipment
 - IV. Space / Facilities

D. Other Requirements

1. Background and Fingerprint Checks

Any staff person working with populations (including Victim Advocates, Volunteers, Secretaries, Counselors, etc.) and who come into contact with vulnerable populations, (including victims served by your programs) must have had an employment-rated criminal background check conducted to ensure their history is clear. The staff must comply with the most current versions of the Louisiana Child Protection Act, LRS 15:587.1 and Adults Protection Services (APS) Law, LRS 15:1501-1511.

2. Volunteers

- a. Agencies must use volunteers.
- b. If the agency cannot use volunteers, a volunteer waiver must be completed and approved during the application process.
- c. Volunteers can be used as in-kind match.
- d. Duties must be directly related to the focus of the program.
- e. Value of volunteers hours:
 - I. Volunteer value is limited to \$15 an hour
 - II. Professionals (licensed or certified therapist, attorneys, doctors, or law enforcement officers) can be valued as a donation of time.
 - III. Professional rate should be consistent with the professionals' usual and customary charges for the services volunteered.
 - IV. A volunteer professional hourly rate is limited to \$100 per hour.

3. Supplanting / Non-Supplanting

- a. Federal funds must be used to supplement (add to), enhance, or expand existing services for program activities and not replace those funds that have been appropriated for the same purpose.
- b. A grant recipient may not use Federal grant funds to defray any costs that the recipient is already obligated to pay.
- c. The possibility of supplanting will be the subject of careful application review, possible pre-award review, post-award monitoring, and audit of any finding.
- d. If any additional information, assistance with definition, or examples of supplanting is needed, please contact the LCLE Program Manager.

4. Confit of Interest Disclosure Form

These forms must be filled, signed, and return to the applicants District Directors office and / or LCLE Program Manager.

E. Application and Submission Information

Potential applicants will first submit a "Notice of Intent (NOI) worksheet to the appropriate District VOCA Program Manger. The completed NOI worksheet must obtain the authorized official signature. The District Council will review and determine projects to move forward to the applicant process. Applicants will receive an invitation to submit the full application on the Louisiana commission on Lawn Enforcement's Egrants system. The NOI submission materials can be found on the LCLE website, www.lcle.la.gov .

1. What the NOI should include:

- a. Applicant Agency - legal name of agency
- b. Project Title - descriptive title of project
- c. Section 1. Agency Description Information - check the box that best describes the agency
- d. Section 2. Federal Program Area - enter the dollar amount associated with each program area.
- e. Section 3. Do not enter any information in this section.

- f. Section 4. Proposed Budget - For each budget item, thoroughly and clearly describe every category of expensed listed, demonstrated cost effectiveness and relation to the goals of the project. Refer to the table below to include in the calculations. Include a description of the procurement process for equipment purchases and consultants / contracts. Indirect cost rate agreement (if applicable) should be attached. If the applicant does not have a federally approved cost rate agreement, costs may be allocated in the direct cost categories.

*To review all requirements of the Victim Services Advisory Board Guidelines,
go to the LCLE website www.lcle.la.gov.*

F. Required Registrations for Applicants

All agencies are required to provide the following documents:

- a. Federal Tax Identification Number
- b. IRS Form W-9 (Taxpayer Identification and Certification)
- c. IRS Form 501C3 (Tax-exempt Status for Non-profit Organizations)
- d. State of Louisiana Self-service Request for Vender
https://lagoverpvendor.doa.louisiana.gov/irj/portal/anonymous?guest_user=self_reg
- e. DUNS (Data Universal Numbering System) Number Certificate
- f. CAGE (Commercial and Government Agency) Code Certificate
- g. SAM (System for Award Management) Number and current expiration date
- h. Louisiana Secretary of State Non-Profit Corporation Certificate
- i. All agencies with a private, non-profit, or non-governmental status are required to procure and maintain a surety or dishonesty bond in the amount of the federal funds.
- j. LCLE E-grants registration must be complete in order to receive an invitation

G. New Applicant Agencies

If the new applicant agencies have not yet demonstrated records of providing services, they must demonstrate that twenty-five percent (25%) of their overall financial support is from non-federal sources. This cannot be considered part of the required match.

H. Funding Restrictions

All awards are subject to the terms and conditions, cost principles, and other considerations described in 2 CFR 200, Louisiana Statute and LCLE policy.

VOCA funds cannot be used for the following:

- a. duplication of services immediately available through municipal, provincial, or national government;
- b. market research, advertising (unless public service related to grant program) or other promotional expenses; and
- c. expenses made prior to the approval of the proposal or unreasonable expenditures will not be reimbursed.

I. Application Review Information

Criteria: Each application will be evaluated and scored on the NOI Components and two Budget Components using a 100 point scale.

- a. *Project Summary and Strategy (30 points)*
This section should be a succinct summary containing the description of the problem this project seeks to address the project's purpose, the program description, and expected results. Purpose a clear and realistic implementation plan to comprehensively address objectives of this Notice of Funding Opportunity. It should also outline the relevant and appropriate main activities.
- b. *Goals (15 points)*
This section should outline the Program Goals and Expected Results for the project.
- c. *Objectives (15 points)*
This section should state clearly defined and quantitatively measurable objectives that support programmatic progress. Present a brief, work plan including target dates for activities, which reflects the overall program approach and its objectives.

- d. *Organizational Capacity and Past Performance (20 points)*
This section provides the information about the applicant organization and any proposed key partners. It provides evidence that the applicant has the ability to successfully carry out the program activities of the grant. Provide a description of the applicant organization, including the general purpose, goals, annual budget (including funding sources), and major past and current activities and projects undertaken. Include a description of all key partners for this project and of the proposed working relationship with them.
- e. *Budget Appropriateness (10 points)*
Budgeted items are obviously necessary to the achievement of the goals and activities as presented in the application.
- f. *Cost-effectiveness (10 points)*
Applicants should propose expenditures that are reasonable, allowable, and allocable to the proposed activities and that reflect the applicant understands of 2 CFR 200.

J. Award Information

If the applicant receives approval from the District review, the applicant will be invited to submit the full applicant through the LCLE Egrants system. The application will then be presented to the LCLE for final approval after which time an award will be issued. Awardees are expected to comply with all special conditions, certified assurances, quarterly programmatic, and fiscal reporting requirements.

No diminished support policy is presently in effect for all programs, but the Board will reserve the right to approve a program at a reduced level. This will take into account other projects requesting funding and the past ability of the agency to appropriately expend its award funds. Funding is contingent on funds availability, proper subgrant management, meeting goals and objectives, and complying with all requirements. The board may make recommendations to the Commission to reduce funding or discontinue funding to those agencies not meeting these requirements.

Part 3. Contact Information

District Contact Information

District 1

Northwest Law Enforcement Planning District, Inc.
615 Main Street, Pineville, LA 71360-6935
Ken Walker, District Director
318-487-5430 rrdkenw@aol.com
Jeremy Edwards, Grant Manager
318-487-5431 rrdjeremy@aol.com

District 2

North Delta Law Enforcement Planning District, Inc.
P. O. Box 3291, Monroe, LA 71210-3291
Marky Tucker, District Director
318-998-6041 marky_tucker@yahoo.com
David Rigdon, Assistant District Director
318-435-4505 davidrigdon@franklinsheriff.net

District 3

Red River Delta Law Enforcement Planning Council, Inc.
Same information as District 1

District 4

Evangeline Law Enforcement Council, Inc.
P. O. Box 3986
900 East University, Lafayette, LA 70502-3986
Amanda Bourque, District Director abergeon@lafayettegov.com
337-291-7153
Danae Vincent, Assistant District Director dvincent@lafayettela.gov
337-291-7154

District 5

Capital District Law Enforcement Planning Council, Inc.
1406 South Range Avenue, Suite 5, Denham Springs, LA 70726-4801
Wanda Johnson, District Director plnningsc@bellsouth.net
225-667-1503
Drusilla Merrick, Assistant

District 6

Southwest District Law Enforcement Planning Council, Inc.
P. O. Box 1543
1323 Oak Park Blvd., Lake Charles, LA 70602-1543
Bonnie Vaughan, District Director swldepc@aol.com
337-439-6750

District 7

Jefferson Parish Criminal Justice Coordinating Council (CJCC) and
Metropolitan District Law Enforcement Planning and Action Commission, Inc. (METLEC)
1221 Elmwood Park Blvd, Suite 607, Harahan, LA 70123-2337
Ronald Lampart, District Director rlampard@jeffparish.net
504-736-6844
Jody Moreau, Administrative Management Specialist jmoreau@jeffparish.net
504-736-6903

District 9

New Orleans, City of / Office of Criminal Justice Coordination
1300 Perdido Street, Room 8E15, New Orleans, LA 70112-2125
Calvin Johnson, District Director cjohnson@nola.gov
504-658-4984
Maria-Kay Chetta, Deputy Director mkchetta@nola.gov
504-658-4046
George Lawrence, VOCA/VAWA Grant Manager golawrence@nola.gov
504-658-4044

LCLE Contact Information

Jim Craft, Executive Director jim.craft@lcle.la.gov
225-342-1500
Kimberly Lax, VOCA Administrator Kimberly.lax@lcle.la.gov
225-342-1573
Rutha Chatwood, Federal Program Section Manager Rutha.chatwood@lcle.la.gov
225-342-1625
Martha Addison, Grants Supervisor Martha.addison@lcle.la.gov
225-342-1574

LCLE Egrants Contact Information

LCLE website: www.lcle.la.gov
Egrants website: www.egrants.lcle.la.gov
Egrants email: egrants@lcle.la.gov
Egrants phone number: 225-342-1968